

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Proposed Additional MBO's for the
Personnel and Training Staff

FROM	EXTENSION	NO.	STAT
<div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div> C/P&TS/OL		DATE 6 April 1983	STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

C/P&PS

2.

John

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Dave:

After Dan comments and these MBO's are modified as a result, I'll send you a formal request to amend our objectives.

Att

STAT

ADMINISTRATIVE - INTERNAL USE ONLY

0 6 APR 1983

MEMORANDUM FOR: Director of Logistics

FROM:



Chief, Personnel and Training Staff, OL

STAT

SUBJECT:

Proposed Additional MBO's for the
Personnel and Training Staff (P&TS)

Dan:

1. In marked contrast to the MBO objectives we set for ourselves last year, those listed for P&TS during FY 1983 are quite limited in number. Largely due to a short deadline, we were able to come up with only two - both in the training area. The first involves an effort to assess whether the OL training effort is meeting the needs of OL and its employees, and the second objective directed us to look at a Logistics Professional Development Program. We have made good progress on the former and are at the point now where we will soon begin a formal survey of a representative sample of OL employees and managers to help us determine the timeliness and effectiveness of the training program. As far as the second objective is concerned, some work has been done in terms of canvassing division/staff chiefs concerning training required in their respective specialties, but major progress on this objective will not be made until [redacted], the Urban League Fellow, joins us this summer to look at possible designs for a Logistics' Officer Training Program.

STAT

2. Like the changing of the seasons, the scheduling of the DDA for his quarterly visit to us is one of the things we have come to anticipate. Aside from briefing him on our progress in the training area, I would like to be able to present an expanded list of objectives which will tax us to a greater degree. Accordingly, I would appreciate your reaction to the attached list of new objectives which I plan to have P&TS work on during the remaining months of FY 1983. Let me share some comments on each of them (given in the order listed) to assist you in putting together your reaction:

a. At its 8 April meeting, the LCB will be looking at the evaluation criteria which the MG Service uses for its professionals. Since there is a degree of dissatisfaction with our own criteria, it probably would be worthwhile to expand the review to include all of our criteria (clerical, wage grade, as well as professional).

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

SUBJECT: Proposed Additional MBO's for the
Personnel and Training Staff (P&TS)

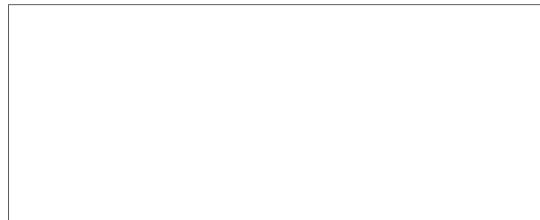
b. At the present time, P&TS conducts no formal follow-up interviews with new employees to solicit their comments, suggestions, etc. Of course, we do get this sort of feedback when employees are in the office for other reasons, but it might be worthwhile to consider what we might learn from the newcomers and then seek their input.

c. This is the most questionable project among these proposals. You have already voiced concern about the continuing value of the OL rap sessions; and to embark on one which would be more focused on personnel might not be worthwhile, although other formats than the one we use now might make it productive.

d. In the interest of improving communications with our employees (beyond that already accomplished by the publication of the OL Handbook), the staff thinks it would be worthwhile to explore the feasibility of publishing some sort of newsletter. The annual OL newsletter does not provide a forum for conveying information in a timely fashion and one issued on a more frequent basis seems to be in order.

e. Some months ago, I came across an article in "Personnel Journal" which explained a way by which employees could seek answers to questions anonymously. The questioner simply submitted his inquiry to a central point (in this case P&TS), which in turn would refer the question to the local "expert" for an answer. In referring the question P&TS would substitute a number for the person's name and thus would protect the identity of the employee. While I would not expect such a program to be inundated with inquiries, I do think that from time to time employees do have questions which they are afraid for one reason or another to put to their supervisors and managers.

f. This is self-explanatory. Aside from our visit to George Mason next Monday, I want to explore what means we have to improve our minority recruitment record.



STAT

Att
cc:



STAT

ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

PERSONNEL MBO's

Personnel Evaluation

- Review of evaluation criteria and revision if appropriate.

Completion Date: September 1983

Communications

- Develop content and
Initiate interviews with new OL employees.

Completion Date: June 1983

- Establish rap session on personnel management topics and
evaluate the response.

Completion Date: May 1983

- Develop the concept of a quarterly newsletter on personnel
topics for OL employees.

Completion Date: July 1983

- Initiate a written communication program to provide
answers to employee questions without identification
of the questioner.

Completion Date: August 1983

Recruitment

- Identify avenues to increase minority recruitment and use
them.

Completion Date: September 1983

ADMINISTRATIVE - INTERNAL USE ONLY